

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB04-106

Date: May 27, 2005

Expiration Date: 6/30/06

69:199:pc:9257

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE FILING OF MONTHLY, QUARTERLY AND CLOSEOUT
FINANCIAL REPORTS

The purpose of this bulletin is to advise all subrecipients of Workforce Investment Act (WIA) funds that late filing of monthly, quarterly or closeout financial reports will impede future cash requests until the appropriate reports are filed.

The late filing of financial reports will be considered as noncompliance of the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement filed with the State of California, Employment Development Department.

To review the due dates for filing of quarterly and monthly expenditure data, refer to WIA Directive [WIAD04-15](#), dated March 1, 2005, "Quarterly and Monthly Financial Reporting Requirements." To review the due dates for the filing of the closeout information, refer to WIA Directive [WIAD04-16](#), dated March 18, 2005, "WIA Line Item/Subgrant And Interagency Agreements Closeout Handbook."

As a reminder, all subrecipients must submit an updated Information Request Form (IRF) each July 1. The information provided on an IRF must be reviewed annually and a new form submitted directly to the Fiscal Program Division. To review this information, refer to WIA Directive [WIAD04-14](#), dated February 22, 2005, "Cash Request Handbook."

If you have any questions about this bulletin, please contact Dave Rexius, Manager of the Financial Management Unit, at (916) 654-8502.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division